

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS15310147**

DATE POSTED: **05/18/15**

POSITION NO: **243478**

CLOSING DATE: **06/02/15**

POSITION TITLE: **Case Assistant (Temporary - 8 Positions)**

DEPARTMENT NAME / WORKSITE: **Department of Family Services - Navajo Nation Wide**

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☐ GRADE/STEP: AB56A

WORK HOURS: 8 am - 5 pm PART TIME: ☐ NO. OF HRS./WK.: \$ 20,300.80 PER ANNUM

SEASONAL: ☐ DURATION : \$ 9.76 PER HOUR

TEMPORARY: ☒

DUTIES AND RESPONSIBILITIES:

Informs clients of program eligibility criteria; takes financial assistance application and/or completes intake forms and conducts initial interview; conducts home visits; establishes and maintains case files; files pertinent and financial documents, interacts with vendors/contractors requesting bids on materials and project work.

Establishes case file and documents pertinent to client's needs. Prepares required reports, logs incoming/outgoing mail, establishes and maintains filing system; files and types documents, e.g. reports, correspondences; answers incoming calls and assists/refers caller to appropriate resources; provides support to the program staff by scheduling appointments and types client appointment notices.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High school diploma or GED, and two (2) years of clerical work experience, including customer services

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications
- College courses in Business Administration, Behavioral Science, Counseling or related field

Special Requirements:

- Possess a valid state driver's license

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the programs available to clients, knowledge of the basic principles and practices of budgeting, knowledge of applicable Tribal, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures, knowledge of standard office equipment. Skill in operating standard office equipment, skill in working with computers and applicable software applications; skill in evaluating clients to determine eligibility for programs for the underprivileged, skill in applying judgment in the release of and safeguarding confidential information, skill in interacting with people in all social, economic, cultural, spiritual and emotional places, skill in keyboarding.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.